



**GOVERNING BOARD**

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**BONNIE PANNELL**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**ROBBIE WATERS**  
Councilmember  
City of Sacramento

**JIMMIE YEE**  
Board of Supervisors  
County of Sacramento

**KATHY KOSSICK**  
Executive Director

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Sacramento, CA 95815

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(916) 263-3804

Website: <http://www.seta.net>

**SPECIAL MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, January 17, 2008

**TIME:** 10:00 a.m.

**LOCATION:** SETA Board Room  
925 Del Paso Blvd.  
Sacramento, CA 95815

While the SETA Governing Board welcomes and encourages participation in the Governing Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under jurisdiction of the SETA Governing Board and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA Governing Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

**A G E N D A**

**I. Call to Order/Roll Call/Pledge of Allegiance**

- Recognition of Staff at the Illa Collin Early Learning Center for their Outstanding work During Lock Down

**II. Consent Items**

- A. Minutes of the December 6, 2007 Regular Board Meeting
- B. Approval of Claims and Warrants

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- 1. Approval of Use of Fund Balance (Kathy Kossick)
- 2. Approval to Release Request for Proposals for Audit Services (Rick Pryor)

3. Discussion/Action of Employee Recognition Policy (Kathy Kossick)
4. Receive and File Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2008 (Kathy Kossick)

**B. WORKFORCE INVESTMENT ACT:** No items.

**C. HEAD START:** No items.

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Approval of Resolution to Accept Program Year 2008/2009 Community Services Block Grant Funds and authorize the SETA Executive Director to Sign all Grant Documents (Cindy Sherwood-Green)

**E. REFUGEE PROGRAMS:** No items.

**IV. Information Items**

- A. Fiscal Monitoring Reports (Rick Pryor)
  - Bach Viet Association, Inc.
  - Galt Joint Union High School District

B. Head Start Shared Governance (Maureen Dermott)

C. Article in Sacramento Bee Regarding CSBG Funding (Cindy Sherwood Green)

D. SETA's Regional Nurse Support II Project Selected by the State Employment Development Department as a Promising Practice (Cindy Sherwood Green)

E. Head Start/Early Head Start Fiscal Reports (Thelma Manzano)

**V. Reports to the Board**

- A. Chair
- B. Executive Director
- C. Counsel
- D. Members of the Board
- E. Public

**VI. Adjournment**

**DISTRIBUTION DATE: THURSDAY, JANUARY 10, 2008**

ITEM II-A - CONSENT

MINUTES OF THE DECEMBER 6, 2007 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the December 6, 2007 regular Governing Board meeting for your review.

RECOMMENDATION:

That your Board review, modify if necessary, and approve the attached minutes.

**REGULAR MEETING OF THE SACRAMENTO EMPLOYMENT AND TRAINING  
AGENCY GOVERNING BOARD**  
Minutes/Synopsis

SETA Board Room  
925 Del Paso Blvd.  
Sacramento, CA 95815

Thursday, December 6, 2007  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Yee called the meeting to order at 10:13 a.m.

**Members Present:**

Jimmie Yee, Vice Chair; Member, Board of Supervisors  
Sophia Scherman, Public Representative  
Don Nottoli, Member, Board of Supervisors  
Robbie Waters, Councilmember, City of Sacramento

**Member Absent:**

Bonnie Pannell, Chair, SETA Governing Board; Councilmember, City of Sacramento

II. **Consent Items**

- A. Minutes of the November 1, 2007 Regular Board Meeting  
B. Approval of Claims and Warrants

There were no questions or corrections.

Moved/Nottoli, second/Scherman, to approve the following:

- A. Approve the November 1, 2007 board minutes.  
B. Approve claims and warrants for the period 10/16/07 through 11/29/07.  
Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Staff Funding Recommendations for Telecommunications Services and Equipment

Mr. John Valdez reviewed this item. SETA qualifies for 90% discounts. If negotiations with DTC fail, staff is requesting to continue negotiations with another vendor. Staff is presenting the two lowest vendors that have the technical capabilities as well.

Moved/Nottoli, second/Scherman, to approve entering into negotiations with DTC for telecommunication services and equipment and to authorize the Executive Director to execute the necessary contract documents, provided that they are consistent with the Request for Proposals and DTC's response thereto. In addition, in the event that negotiations with DTC fail, the Executive Director is authorized to begin negotiations with the second ranked proposer, Nexus IS.  
Roll Call: Aye: 4, Nay: 0, Abstentions: 0

2. Approval to Hire a Retired SETA Annuitant

Ms. Kossick stated that the former employee has been significantly involved in a new integration of career centers in working with career centers. She will be assisting in the development and planning of this integration.

Moved/Nottoli, second/Scherman, to approve hiring Sandra Brown as a retired annuitant as a temporary SETA Consultant employee with a maximum compensation of \$20,000.

Voice Vote: Unanimous approval.

3. Discussion/Action of Employee Recognitions

Moved/Scherman, second/Waters, to continue this to the January agenda.

Voice Vote: Unanimous approval.

4. Approval of Procurement of Worker's Compensation Insurance

Ms. Carolyn Reynolds stated that Arthur J. Gallagher & Company approached 20 companies for workers' compensation insurance quotes. Traveler's and Hartford responded to the request. There is a \$150,000 deductible with a stop loss.

Mr. Rick Pryor stated that Agency losses have been running about \$200,000 per year. He recommended going with the guaranteed \$607,000 with Hartford Insurance. There would be no deductible with this plan.

Moved/Waters, second/Scherman, to authorize the Executive Director to procure Worker's Compensation coverage for the calendar year 2008 with Hartford Insurance.

Roll Call: Aye: 4, Nay: 0, Abstentions: 0

5. Approval to adjust zones in the broadband performance management policy

Mr. Rod Nishi reviewed this item which requests a change in using the Consumer Price Index to make salary adjustments. Both indexes would be the same for both zones. This issue first came to the board in 1998 to deal with management compensation.

Moved/Waters, second/Scherman, to approve using the Consumer Price Index – Urban and that the Board approves a modification to the salary ranges of Zone 1 to \$54,814 - \$118,814 and Zone 2 to \$42,005 - \$84,010.

Voice Vote: Unanimous approval.

**B. WORKFORCE INVESTMENT ACT**

1. Approval of Staff Recommendation for the Youth Vendor Services (VS) List

Ms. Michelle Anderson reviewed this item. California Capitol submitted a proposal for youth services to offer leadership development training.

Moved/Nottoli, second/Waters, to approve the California Capitol proposal for the Youth Vendor Services (VS) List.

Roll Call: Aye: 4, Nay: 0, Abstentions: 0

2. Approval to Submit a Proposal for Workforce Investment Act Veterans' Employment-Related Assistance Program

Mr. William Walker reviewed this item requesting retroactive approval of this proposal. Mr. Robert Bradley provided an oral overview of the proposal, which will provide services to veterans.

Mr. Thatch stated that this should not be retroactive approval. He stated that the board should ratify the staff action of submitting the proposal.

Moved/Waters, second/Scherman to ratify the Executive Director's action to:

- submit a proposal for WIA Veterans Employment-Related Assistance Program Funding,
- accept WIA Funding from the State Employment Development Department, and sign contract documents, and
- enter into subrecipient agreements with Sacramento Veterans Resource Center (SVRC) and the Employment Development Department.

Voice Vote: Unanimous approval.

**C. HEAD START:**

1. Approval to Release a Request for Proposals for Head Start Janitorial Services

Mr. Rod Nishi reviewed this item. The proposal was broken down in geographical areas hoping to get vendor that would work in the entire county. December 12, 8:30 a.m. is the offerors' conference. Physical tours of the sites will be done if the vendors wish. There was difficulty for the last vendor in travel time from the various Head Start centers. Any issues will be brought before the board. Procurement has very strict guidelines.

Moved/Scherman, second/Waters, to approve the issuance of the Request for Proposals for Head Start janitorial services.  
Voice Vote: Unanimous approval.

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Approval of Community Services Block Grant (CSBG) Funding Recommendations for Fiscal Year 2008

Ms. Cindy Sherwood Green reviewed the funding recommendations for CSBG funding for 2008. CAB Chair Ms. Elizabeth Mitchell and CAB member Mr. Ronald Montez were acknowledged.

Speaker before the board:

Ms. Michele Steeb, St. John's Women and Children's Shelter

The board inquired about options should additional funds come available. Mr. Thatch stated that if additional money is available, the board can: 1) do a new procurement, or 2) consider those that submitted appropriate responses to the RFP. Ms. Kossick stated that SETA is still waiting for the final budget but staff should know in January or February if additional funds are available. Right now it does not look promising.

Mr. Nottoli requested that the Mental Health Association and St. John's to be considered for future funding.

Moved/Scherman, second/Waters, to:

1. Approve CAB funding recommendations for the Fiscal Year 2008 Community Services Block Grant.
2. Approve the continued funding of Daren Maeda as a SETA consultant for an additional year.
3. Authorize staff to enter into discussions with all successful FY 2008 CSBG proposers to increase the numbers of families/individuals to be served and/or negotiate services to be offered. Staff will return to the Board in January 2008 with an informational item reflecting the revised numbers of families/individuals to be served and/or services to be offered.

Roll Call: Aye: 4, Nay: 0, Abstentions: 0

**E. REFUGEE PROGRAMS: No items.**

**IV. Information Items**

A. Fiscal Monitoring Reports: No questions.

B. Dislocated Worker Update: No additional information.

- C. Review of Annual Audit Report: Mr. Nottoli inquired why flood insurance was purchased for the Mather site. A report will be presented. Mr. Pryor reported that SETA does have a clean opinion as presented by Gilbert and Associates. Mr. Pryor reviewed the two audit findings noted and management's response to the findings.
- D. Presentation of Effective Partnerships: Ms. Rosalinda Stoffel from the Department of Human Assistance and Mr. Roy Kim provided a Power Point Presentation on programs in the Sacramento area to assist low-income residents.

**V. Reports to the Board**

- A. Chair: Mr. Yee wished everyone a Happy Holiday.
- B. Executive Director: Ms. Kossick wished Mr. Nottoli a Happy Birthday! Ms. Maureen Dermott spoke of the upcoming monitoring review. Ms. Dermott will be identifying two board members that will be engaged in the monitoring review. SETA has contracted with Jerry Gomez to train Board Members at their February 7, 2008 meeting. Mr. Rick Pryor distributed handouts on quarterly fiscal reports for the Head Start program. The Board Room soundproofing picture was presented. It was created by the same person who provided the other boardroom picture done by the same person that did the other picture.
- C. Counsel: No report.
- D. Members of the Board: No report.
- E. Public: Mr. Ronald Montez spoke of his company that provides gang prevention. He would like to create an after-school program. He requested working with staff to develop the program.

**VI. Adjournment: Meeting adjourned at 12:00 p.m.**



ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 11/30/07 through 1/10/08, and all expenses appear to be appropriate.

ITEM III-A - 1 – ACTION

APPROVAL OF USE OF FUND BALANCE

BACKGROUND:

The SETA Governing Board directs and approves use of the Agency's fund balance. The Agency Executive Director is anticipating joining in the annual Cap to Cap trip sponsored by the Metropolitan Chamber of Commerce. Legal Counsel has determined that since this trip is essentially held to lobby the legislators on various issues, grant funds cannot be utilized. Estimated costs for this trip are \$3,500.

RECOMMENDATION:

Approve the use of approximately \$3,500 in agency fund balance to cover travel and attendance costs for the Executive Director to participate in the 2008 Cap to Cap trip in April.

ITEM III-A – 2 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR AUDIT SERVICES

BACKGROUND:

In March, 2005, the Governing Board approved an audit services contract with Gilbert Associates, Inc., which was subsequently extended for two years and ends on May 19, 2008. A two-year extension was allowed under the Request for Proposals.

It is necessary to release a Request for Proposals for audit services for the fiscal year ending June 30, 2008. This will be sent under separate cover. Legal Counsel has reviewed this Request for Proposals.

RECOMMENDATION:

Approve the release of the Request for Proposals for Audit Services.

ITEM III-A – 3 – ACTION

DISCUSSION/ACTION OF EMPLOYEE RECOGNITIONS

BACKGROUND:

This item provides the board an opportunity to discuss future employee recognitions.

RECOMMENDATION:

Take appropriate action.

ITEM III-A - 4 -ACTION

RECEIVE AND FILE SACRAMENTO COUNTY ANNUAL INVESTMENT POLICY OF  
THE POOLED INVESTMENT FUND – CALENDAR YEAR 2008

BACKGROUND:

The County Director of Finance publishes the Investment Policy for the Pooled Investment Fund every calendar year and has the Policy approved by the County Board of Supervisors. SETA's funds are included in this Pool. The Calendar Year 2008 Sacramento County Annual Investment Policy is attached. There are no major changes to the investment policy. The only minor change was an increase in the maximum dollar amount allocated to the Community Reinvestment Act program from \$40 million to \$75 million.

This is an annual event and the Investment Policy approved by the County Board of Supervisors then rules the investments of SETA money. The Joint Powers Agreement creating this Agency requires the County to be the fiscal agent for SETA. As such, the County Investment Policy is part of the fiscal agent's duty, and approval by the Sacramento County Board of Supervisors ratifies the propriety of the fiscal agent's investment strategy. Action by the SETA Governing Board to receive and file the policy constitutes consideration at a public meeting as recommended by Government Code section 53646(a) (2).

RECOMMENDATION:

Receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2008.

ITEM III- D – 1 – ACTION

APPROVAL OF RESOLUTION TO ACCEPT PROGRAM YEAR 2008/2009  
COMMUNITY SERVICES BLOCK GRANT FUNDS AND AUTHORIZE THE SETA  
EXECUTIVE DIRECTOR TO SIGN ALL GRANT DOCUMENTS

BACKGROUND:

SETA has been issued a new two year CSBG contract for the 2008/2009 program period by the State Department of Community Services and Development (CSD). The contract term is from January 1, 2008 through December 31, 2009. CSD has not received an official notice of the final federal Community Services Block Grant (CSBG) award for 2008, the first year of the contract term, but has been authorized to allocate to SETA an initial amount of \$219,101. Once the final federal grant award has been received, CSD will amend the contract.

CSD requires a resolution from the SETA Governing Board prior to executing a contract for the 2008/2009 CSBG funding.

RECOMMENDATION:

Review and approve the attached resolution.

RESOLUTION

WHEREAS, the Sacramento Employment and Training Agency is the designated Community Action Agency for Sacramento County;

WHEREAS, the Sacramento Employment and Training Agency has received a grant award for Program Years 2008 and 2009 Community Services Block Grant funds;

WHEREAS, The State Department of Community Services and Development requires a resolution from the Governing Board in order to execute a contract for Program Years 2008 and 2009 Community Services Block Grant funds.

BE IT RESOLVED THAT, the Governing Board of the Sacramento Employment and Training Agency hereby adopts this resolution accepting Program Years 2008 and 2009 Community Services Block Grant funds;

BE IT FURTHER RESOLVED THAT, the Executive Director of the Sacramento Employment and Training Agency shall sign Contract No. 08F-4934 and other necessary grant documents, including contract amendments, and that this resolution should be forwarded to the State Department of Community Services and Development.

Ayes:

Noes:

Absent:

Attest:

\_\_\_\_\_  
Clerk of the Boards

\_\_\_\_\_  
Chair of the Governing Board

Date: January 17, 2008

ITEM IV-A - INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.



**MEMORANDUM**

**TO:** Mr. Melvin Demoff **DATE:** December 14, 2007

**FROM:** Greg P. Tayros, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of Bach Viet Association, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	VESL/ES	\$ 199,000	10/1/06-9/30/07	10/1/06-9/30/07
TA	VESL/OJT	140,075	10/1/06-9/30/07	10/1/06-9/30/07
TA	ES	71,384	10/1/06-9/30/07	10/1/06-9/30/07

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** 12/ 6/07 and 12/7/ 2007

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		N/A		
8	OJT Contracts/Files/Payment	X			
9	Indirect Cost Allocation		N/A		
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

**Program Operator:** Bach Viet Association, Inc.

**Findings and General Observations:**

- 1) The total costs as reported to SETA from October 1, 2006 to September 30, 2007 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Audrey Kilpatrick                      **DATE:** November 27, 2007  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Galt Joint Union High School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA Title I	Out-of-School Youth	\$ 65,000	1/1/07-6/30/07	1/1/07-6/30/07
WIA Title I	Summer Youth	48,292	5/1/07-9/30/07	5/1/07-6/30/07

**Monitoring Purpose:** Initial   X   Follow-Up    Special    Final   X    
**Date of review:** 9/19/07 & various follow-ups

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

**Program Operator:** Galt Joint Union High School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from January 1, 2007 to June 30, 2007 for the Older Youth Program and from May 1, 2007 to June 30, 2007 for the Summer Youth Program have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) It was noted that the expenses of the two programs were booked under the same general ledger resource code. It is recommended that, in the future, the District should segregate the expenses of the WIA programs under separate resource codes to facilitate preparation of the fiscal reports and reconciliation of the general ledger to the fiscal reports

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

ITEM IV-B – INFORMATION

HEAD START SHARED GOVERNANCE

BACKGROUND:

As part of an on-going training to Governing Board members, Deputy Director Maureen Dermott will present information on the Head Start governance.

Materials are being provided under separate cover.

ITEM IV-C – INFORMATION

ARTICLE IN THE SACRAMENTO BEE ABOUT CSBG FUNDING

BACKGROUND:

Attached is a copy of an article that was included in the December 21, 2007 Sacramento Bee.

Staff will be available to answer questions.



The Web Site of The Sacramento Bee

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# SETA awards community grants

Bee Metro Staff

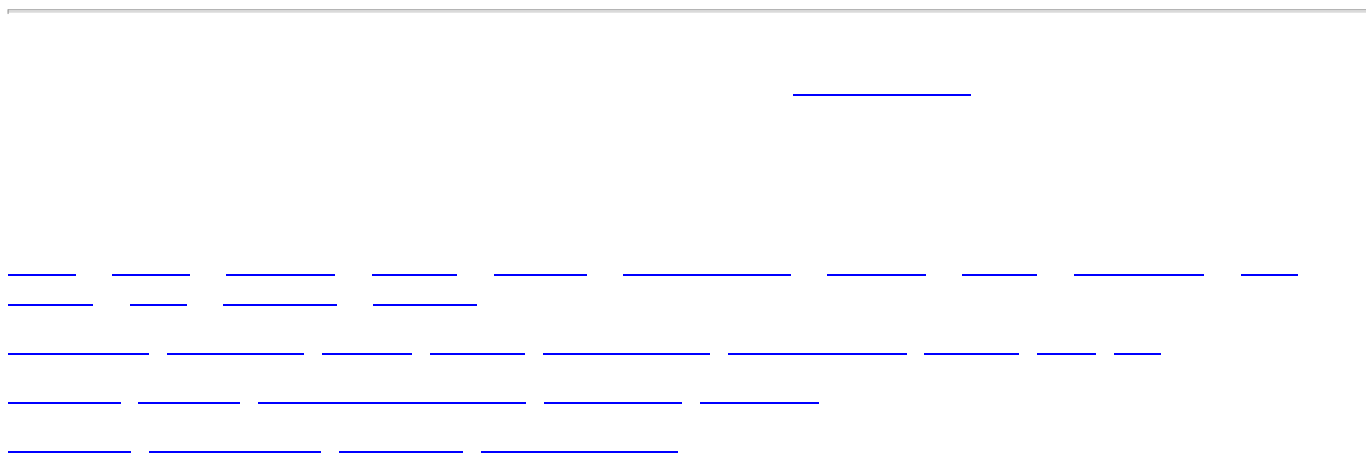
Last Updated 12:54 am PST Friday, December 21, 2007  
Story appeared in METRO section, Page B3

The Sacramento Employment and Training Agency has announced it will award \$800,000 in Community Services Block Grant funds to 19 organizations for 22 community programs for the upcoming year.

"It's always an exciting and touching time of the year when we get to see what so many local organizations are doing to help area residents through troubled times or helping them get the training and information they need to better their lives," Kathy Kossick, executive director of SETA, said in a news release. "We are proud that SETA can help these organizations make a difference in our community."

Among the organizations receiving funds are: Travelers Aid, \$69,000; Salvation Army, \$67,000; Francis House, \$65,000; and La Familia, \$61,444.

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## ITEM IV-D - INFORMATION

### SETA'S REGIONAL NURSE SUPPORT II PROJECT SELECTED BY THE STATE EMPLOYMENT DEVELOPMENT DEPARTMENT AS A PROMISING PRACTICE

#### BACKGROUND:

The State Employment Development Department maintains a website on Promising Practices that spotlights projects that have demonstrated new and innovative ways to provide services to clients and successfully meet their goals. The projects selected for the Promising Practices website are chosen because they meet specific EDD criteria and have developed and implemented creative strategies that could be shared with other organizations in the state. The website is a forum for local practitioners to exchange information and apply the strategies, approaches, techniques and resources that have proven to be successful.

SETA was recently notified by EDD that its Regional Nurse Support II (RNsII) project was selected as a Promising Practice for its updated website. RNsII will share strategies that helped achieve the following accomplishments:

- A very low attrition rate among nursing students (4% vs. the typical 30% at local community colleges)
- High wages for graduates ranging from \$30 to \$63 per hour
- Immediate employment of graduates and 100% retention rate
- Strengthened partner relationships
- Foreign-trained immigrants were able to reenter the healthcare workforce
- Graduates are relieving the shortage of qualified nurse educators in our region as substitute teachers at American River College

Attached is the document that highlights the details of the RNsII project that will be included on the Promising Practices website.

Staff will be available to answer questions.



## Regional Nurse Support-II (RNs-II) – Sacramento, CA

### **Successful Practice:**

The Sacramento Employment & Training Agency (SETA) was awarded an \$800,000 grant to develop a project that would assist job seekers and incumbent workers to become Registered Nurses. Building on the successes of the previous healthcare industry projects, RNs II created growth in regional nurse training capacity and increased the ability of local hospitals to provide healthcare to under-represented populations. This was accomplished by training 60 new Registered Nurses at the associate and bachelor degree level during the 24 month project period through expanded nurse education programs. In addition, 25 immigrants who had prior patient care experience in their countries of origin were assisted in re-entering the healthcare workforce in occupations that are in great demand, such as Certified Nurse Assistant, Registered Nurse, Radiology Technician and Respiratory Technician. The nursing candidates were recruited from the four partner healthcare organizations and were provided career paths for advancement to higher paying nursing positions.

SETA not only reduced the shortage of nurses in the region, but achieved an remarkably low attrition rate among the WIA-enrolled students of 4% compared to the typical 30% at local community colleges. The graduates were immediately employed, with wages that ranged from \$30 to \$63 per hour.

One of the recent graduates was a single mother of 3 children working as a medical assistant before being accepted into the nursing program. When she was considering dropping out of the program due to financial difficulties, SETA helped her find low-income housing and financial assistance. She has successfully passed the state nursing license exam and is now working as an Emergency Room nurse.

### **Funding: \$720,000 WIA 15%, \$80,000 W/P 10%**

Workforce Investment Act-Governor's 15 Percent Discretionary Funds, Wagner-Peyser 10 Percent funds

### **Partners:**

SETA, Los Rios Community College District and CSU, Sacramento, and Sutter Health Sacramento Sierra Region, Kaiser Permanente, Catholic Healthcare West, and UC Davis Medical Center

### **Contact:**

Cindy Sherwood-Green  
Sacramento Employment & Training Agency  
Phone: (916) 263-3857  
E-mail: [cindysg@delpaso.seta.net](mailto:cindysg@delpaso.seta.net)  
Web Site: [www.seta.net](http://www.seta.net)

ITEM IV-E – INFORMATION

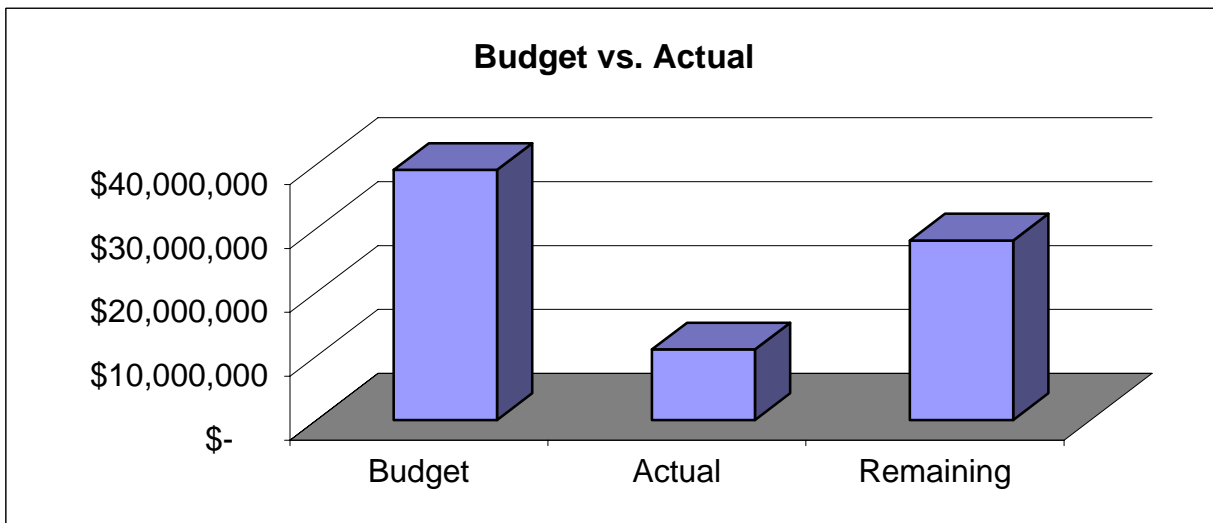
HEAD START/EARLY HEAD START FISCAL REPORTS

BACKGROUND:

The attached information presents the financial status of the current grant through 12/31/07. This grant period is August 1, 2007 through July 31, 2008. Staff will be available to answer questions.

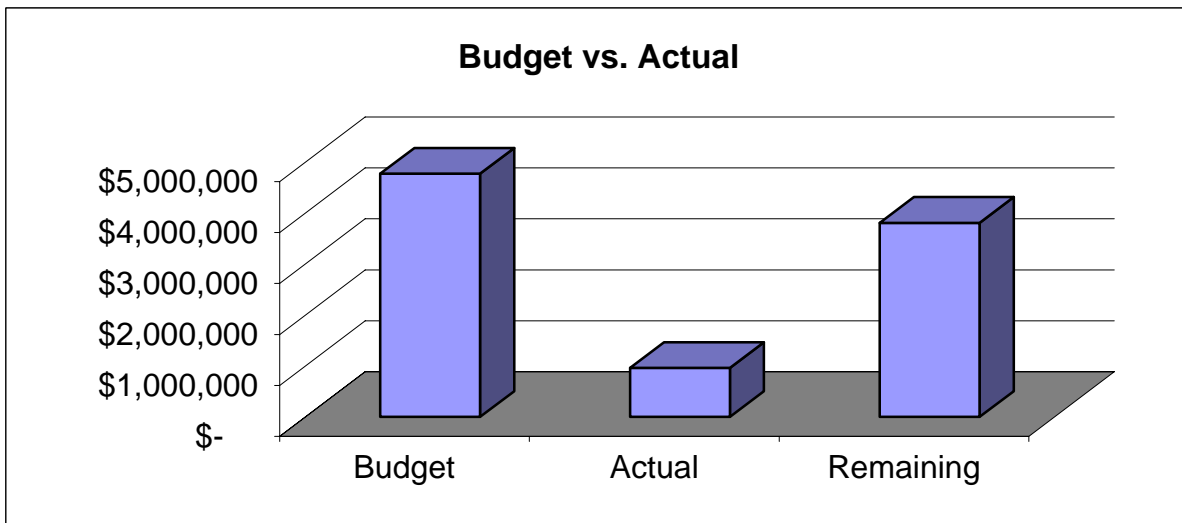
**SACRAMENTO COUNTY HEAD START  
EXPENDITURE & BUDGET ANALYSIS  
Fiscal Year 2007/2008  
Year To Date Ended December 31 , 2007**

	<i>Last Report</i>	<i>BUDGET</i>	<i>ACTUAL</i>	<i>%</i>	<i>REMAINING</i>
<b>Basic - PA 22</b>					
<i>Del Paso S.D.</i>	<b>N/A</b>	\$1,075,001		0%	\$1,075,001
<i>Elk Grove</i>	<b>N/A</b>	2,272,387		0%	2,272,387
<i>Sac City U.S.D.</i>	<b>N/A</b>	7,688,621		0%	7,688,621
<i>San Juan U.S.D.</i>	<b>N/A</b>	4,084,155		0%	4,084,155
<i>W.C.I.C</i>	<b>Nov-07</b>	637,662	205,657	32%	432,005
<i>SETA</i>	<b>Dec-07</b>	23,043,372	10,805,976	47%	12,237,396
		<b>\$38,801,198</b>	<b>\$11,011,633</b>	<b>28%</b>	<b>\$27,789,565</b>
<b>T/TA - PA 20</b>					
<i>Del Paso S.D.</i>	<b>N/A</b>	\$7,500		0%	\$7,500
<i>Elk Grove</i>	<b>N/A</b>	9,000		0%	9,000
<i>Sac City U.S.D.</i>	<b>N/A</b>	20,000		0%	20,000
<i>San Juan U.S.D.</i>	<b>N/A</b>	15,000		0%	15,000
<i>W.C.I.C</i>	<b>Nov-07</b>	7,500	303	4%	7,197
<i>SETA</i>	<b>Dec-07</b>	302,068	41,483	14%	260,585
		<b>\$361,068</b>	<b>\$41,786</b>	<b>12%</b>	<b>\$319,282</b>
<b>Program Improvement</b>					
					\$0
					0
					0
					0
					0
					0
					0
		\$0	\$0		\$0
					-
<b>GRAND TOTAL</b>		<b>\$39,162,266</b>	<b>\$11,053,419</b>	<b>28%</b>	<b>\$28,108,847</b>



**SACRAMENTO COUNTY EARLY HEAD START  
EXPENDITURE & BUDGET ANALYSIS  
Fiscal Year 2007/2008  
Year To Date Ended December 31 , 2007**

	<i>Last Report</i>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>%</b>	<b>REMAINING</b>
<b>Basic - PA 25</b>					
<i>Sac City U.S.D.</i>	<b>N/A</b>	\$1,064,931		0%	\$1,064,931
<i>San Juan U.S.D.</i>	<b>N/A</b>	1,169,389		0%	1,169,389
<b>SETA</b>	<b>Dec-07</b>	2,421,897	956,499	39%	1,465,398
		<b>\$4,656,217</b>	<b>\$956,499</b>	<b>21%</b>	<b>\$3,699,718</b>
<b>T &amp; TA - PA 26</b>					
<i>Sac City U.S.D.</i>	<b>N/A</b>	\$18,249		0%	\$18,249
<i>San Juan U.S.D.</i>	<b>N/A</b>	20,112		0%	20,112
<b>SCOE</b>	<b>NA</b>	15,000		0%	15,000
<b>SETA</b>	<b>Dec-07</b>	64,220	5,203	8%	59,017
		<b>\$117,581</b>	<b>\$5,203</b>	<b>4%</b>	<b>\$112,378</b>
<b>Program Improvement</b>					
		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>
<b>Grand Total</b>		<b>\$4,773,798</b>	<b>\$961,702</b>	<b>20%</b>	<b>\$3,812,096</b>



## ITEM V - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet. The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- D. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- E. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.